

South Texas Veterans Health Care System Volunteer Opportunities

Position	Facility	Department	# of Positions	Days Times	Duties
Hospitality Cart	ALMD	Vol. Svc	3	Mon - Fri flexible	provide comfort items, books, magazines, puzzles, etc
Information desk	ALMD	Vol. Svc	3	Mon - Fri 7:30 am – 4:30 pm	provide directions, answer phones, assist with lost and found, assist with wheelchairs
Patient Escort	ALMD	Nursing	3	Mon - Fri 8 am – 4 pm	transport patients to appts, specimens to lab, w/c or stretcher, escort log sheets, walk with patients to appts
Infect. Prevention	ALMD	Nursing	1	Mon - Fri 7:30 am – 4 pm	provide patient education material, participate in promotional activities, answer phones, distribute reports
Information desk	ALMD KD	Vol. Svc	3 1	Mon - Fri 7:30 am – 4:30 pm	provide directions, answer phones, assist with lost and found, assist with wheelchairs
Shuttle Driver	ALMD	Vol. Svc	1	Mon - Fri 7:30 - 11:30 & 11:30 – 4 p	drive safely following route, report maintenance issues, maintain driver schedule, maintain rider/maintenance logs, assist in training new drivers
Chapel Crew Assist	ALMD	Chaplain	1	Sat (2 hrs)	set up TV camera, set up radio equipment, breakdown and store equipment, other duties as assigned by chaplain
Hospice	ALMD	ECTC		Mon - Fri (varied hrs)	patient visits, read to patients, get water, patient escort, assist with recreation/diversional activities, sit with at end of life
Craft Helper	ALMD	hospital		Wed & Thur 9 am – 2 pm	distribute crafts throughout hospital, unload boxes from warehouse, assist with assembly of crafts, assist with selection of crafts, sorting donor

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Volunteer Pianist	ALMD	Geriatric		Mon - Thur lunch/din	provide live music during noon and dinner meals several times a week
Medical Svc Clerk	ALMD	Med Svc	1	Wed - Fri 8 am – 4 pm	answer phones, file, copy, fax, print, delivery of documentation and office supplies and pick up office supplies
Popcorn Team	ALMD	Vol. Svc	3	Tue & Thur 10 am – 2 pm	set up popcorn supplies, receive payments, make change, bag popcorn, secure money, clean equipment, maintain safe and clean area
Valet Ambassador	ALMD	Vol. Svc	20	Mon - Fri 7:30 – Noon & 12:30 - 4:30	2 ambassadors a shift will greet patients at the valet area and provide wheelchair if needed, direct to various areas of hospital, physically escort patients, collect unused wheelchairs and bring back to Escort Office, track number of patients , refer patients to Patient Advocates if needed
Customer Svc Spec.	ALMD	Imaging	2	Mon - Fri 6 - 8 hrs day	greet patients, assist patients to different areas within clinic, inquire about patients' visit to Imaging
Conscious Sedation Driver	ALMD	Social Wk	6	Mon - Fri Variable	pick up and return conscious sedation patients to their home, ensure safety and comfort of riders, check out and return gov't vehicles, complete driver's log and related forms, report problems or emergencies
Leadership Assistant	FTOPC	Prim. Care	2	Mon - Thur 3 - 4 hrs day	bulletin board updates, equipment inventory, escort patients
Patient Visitor	ALMD	Nursing		Sun-Sat (various)	visit patients, provide comfort items, provide reading materials, fill water pitchers, adjust TV, lights or side tables
Occupation Therapy Volunteer	ALMD	PM&R	1	Mon - Thur 9 am - Noon	assisting with Occupational Therapy procedures, assist with administrative duties, welcome OT patients, provide directions to patients

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MyHealthEvet	ALMD	Health Info	1	Tue & Wed 1 - 2 hrs day	volunteer will call patients regarding secure messaging, volunteer will ask if received special mailer
Mail Claims Clerk	ALMD	MAS	4	Mon - Fri 4 - 8 hrs day	fold and stuff envelopes, verify and align claims
National Alliance on Mental Illness Facilitator	ALMD	Mental Health	2	Sat (3 hrs)	Facilitate NAMI Family 2 Family Education, must be a certified facilitator
Receptionist	Cemetery		2	Mon - Fri 8 - 4:30	greet visitors, provide directions to committal shelters, provide grave locations, answer phones, take messages and transfer calls. Filing mailing items as requested
Office Clerk	ALMD	Geriatrics	1	Mon, Wed, Fri 4 - 6 hrs day	office filing, opening and distributing office mail, sealing envelopes, creating and removing office file labels, assist in creating patient charts, make copies, faxing, delivering mail to different hospital services
Compensation/Pension Support	FTOPC		1	Mon - Fri 8 – Noon & 1 - 4	chaperone during exams as needed, check in/out c-files, file c-files, marry c-files and support staff
Clerical Volunteer	ALMD	Chaplain	1	Tue & Thur 2 hrs a day	general clerical duties: answer and make phone calls, make copies, bring and get documents from other services, organize magazines and books at the Main Chapel
Special Event Vol.	ALMD	Vol. Svc	unk	Various hours and dates	Assisting voluntary service with special events.
Tour Guides	ALMD KD	Vol. Svc		Mon - Sun	Give tours to visitors on various units throughout the hospital. Tours are scheduled during weekdays, evenings, and weekends.

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Familiarity					
Caregiver Support Newsletter	ALMD	Soc. Work	1	as available to assist with task	create Caregiver Support Newsletter using Microsoft Publication
MOVE weightloss program	ALMD	Food and Nutrition	1	Mon 9:30 – 10:30 3 rd Friday 8:30 – 9:30 Other hours Mon – Fri 8 – 4:30	Check in patients for group class, create list of attendees, take each person's weight, height, etc., list results on provided sheet, miscellaneous jobs such as stuffing envelopes, addressing and distributing fliers.